MS Excel 2000-2003 Printing Tips

How to Print
File, Print…
Ctrl-P
Printer Icon (note bypasses print dialog box)

Print Views
Three views available: Normal View, Page Break Preview, and Print Preview.
Normal View: Default Excel view.
Page Break Preview: The normal view, plus dotted lines representing where the page breaks occur within your spreadsheet.
Print Preview: Can adjust margins and columns (when margin option clicked on).

Special Printing

Print What	Steps
Quick selected area	1. Select/highlight area to be printed 2. File, Print… 3. Print What: Selection
Entire Workbook	1. File, Print… 2. Print What: Entire Notebook
Reoccurring selected area	1. Select area to be printed 2. File, Print Area, Set Print Area 3. Print
Clear area	1. File, Print Area, Clear Print Area
Non-contiguous areas	1. Select first print area 2. Using the control key, select remaining areas 3. File, Print Area, Set Print Area 4. Print (note each selected area will print on a different page)

Printing Options
Scaling
    Print X by Y Pages
        1. File, Page Setup
        2. Page tab, Fit to…
        3. Select how many pages wide and tall you want to print the document.
    Adjust to %
        1. File, Page Setup
        2. Page tab, Adjust to %
        3. Enter in the percentage you want to reduce or enlarge the document when printed.
**Headers/Footers**
    1. File, Page Setup
    2. Header/Footer tab

3. Select custom or pre-determined headers and footers

Custom Header/Footer

1. Follow Header/Footer steps 1-2
2. Select Custom Header or Custom Footer
3. Place the cursor in the left, center or right box.
4. ICONS
   - When using any of the icons, don't forget to include spaces between entries.

Font	Page	Total Pages	Date	Time	File Name	Sheet Name
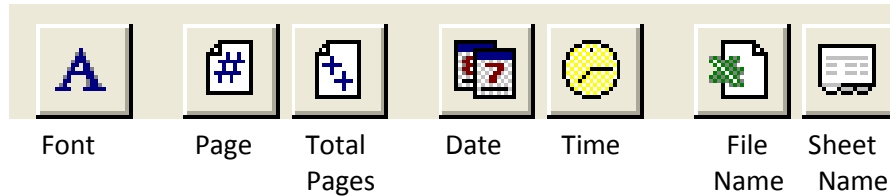
A. Font: Allows you to change the format on any text entered. You can not change the color of the font, but you can change the font style, size and apply some special formatting.
B. Page: Enters the current page number for each sheet.
C. Total Pages: Enters the total number of pages in the document. Generally used in conjunction with the Page icon to produce something like: Page 1 of 10 Pages.
D. Date: Enters the current date that the file was printed.
E. Time: Enters the current time that the file was printed.
F. File Name: Enters in the file name, but not the entire path.
G. Sheet Name: Enters the current sheet name.

5. Notes
   - Remember to add spaces after the ampersand if you want a space to show in the final output. E.g. &[Page] of &[Pages] returns X of Y.
   - To include a single ampersand (&) within the text of a header or footer, use two ampersands. For example, to include "Fish & Wildlife" in a header, type **FISH && Wildlife**.
   - To start numbering pages with a number other than 1, use **&[Page]+** or **&[Page]-** followed by the number you want to add or subtract from the actual page number. For example, to print starting with number 3 on the first page, type **&[Page]+2**. To print page 4 with number 3, type **&[Page]-1**.

Repeating Rows/Columns

1. File, Page Setup
2. Sheet tab…

Options

Print Area: Refers by range (CellA:CellB) to the region to be printed.
Print Titles: Allows Rows and/or Columns to be printed at the top or left of every page. This is a great option when a table runs for more than one page. There is no need to repeat the headings within the document. Refer to the headings by ranges.